

**STATELINE MASS TRANSIT DISTRICT  
MINUTES OF MEETING  
Wednesday, January 25, 2023/9:30am  
11722 Main Street, Roscoe, IL 61073**

**I. WELCOME AND ROLL CALL**

Chairman Gus Larson called the meeting to order at 9:36am. Present in addition to the Chairman were Trustees Dick Adams, Mari Mattocks, Pam Clifton, Jack Cook, Amanda McMahon, and Jim Blevins. Also present were RMTD and SMTD Executive Directors, Mike Stubbe and Sharon Hecox, respectively.

**II. APPROVAL OF AGENDA** Chairman Larson entertained a motion for approval of the agenda, which had been provided electronically prior to the meeting. Trustee Adams motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and the January 25, 2023 agenda was approved.

**III. PUBLIC COMMENT** Chairman Larson opened the meeting to public comment and welcomed RMTD Executive Director Michael Stubbe. No public comment offered.

**IV. ACCEPTANCE AND APPROVAL of Meeting Minutes December 14, 2022** Chairman Larson entertained a motion for approval of the December 14, 2022 meeting minutes. Trustee Blevins motioned for approval; Trustee Mattocks seconded. Chairman Larson noted that he had reviewed the minutes, but had not attended the meeting and would be abstaining. All ayes, with the exception of Chairman Larson. Motion carried 6 – 0, with Larson abstaining, and the December 14, 2022 minutes were approved.

**V. FINANCIAL REPORTS:**

- a. Update and discussion as necessary on local, state, and federal grant programs.** Executive Director Hecox noted receipt of FY23 funding had been received from Villages of Roscoe and Rockton, City of South Beloit, and Rockton Township and copies of bank deposits for 12/30/2022 and 1/23/2023 were included in the board packet. Hecox noted Roscoe Township had submitted FY23 funding with the updated FY23 IGA.
  - i. Update and discussion on FY23 DOAP application and monthly reporting.** Executive Director Hecox reported the July 2022 DOAP request in the amount of \$72,293.61 had been approved; August 2022 DOAP in the amount of \$87,562.22 and September 2022 DOAP in the amount of \$130,712.49 were submitted and pending approval.
  - ii. Update on federal operating requests (ECHO) FY23--1<sup>st</sup> QTR.** Executive Director Hecox reported federal Operating Expense Worksheets had been completed for July 2022 (34,609.54), August 2022 (\$42,087.77) and September (64,905.18) for total federal 1st QTR FY23 in the amount of \$141,602.49; Hecox would be submitting to Paula Hughes for review and request to draw down the funds in the federal ECHO system.
  - iii. Update, discussion and any action needed on Rebuild IL Round 1 and Round 3 Capital Assistance Grants.** Executive Director reported SMTD had been awarded two of five grants applied for under Statewide Transit Rebuild Round III capital grant program. Hecox reported additional funding of \$215,021 had been awarded for the purchase of (3) paratransit handicapped accessible vehicles. Hecox said the additional funding, together with the Round I funding previously awarded of \$225,000 for the purchase of buses would also include bike racks and security systems. Hecox said the

costs of buses had increased exponentially after COVID and the additional funds were needed to offset the increase. Hecox said SMTD had received concurrence under Round I grant to purchase off the CVP; however, that contract was dropped and she would be requesting concurrence to purchase off the new CVP contract which was anticipated to be available within the next four months. Hecox said funding was requested for the three buses under expansion of service and the grant application for replacement of six buses in the current fleet was not awarded; however, Hecox would be applying for replacement of those buses under CVP. Hecox said \$47,251 was awarded for the purchase of a transit hub in South Beloit, to include a bus shelter, garbage can, bike rack and bicycle repair maintenance station, and installation and pad. Hecox stated she would be working with South Beloit on location as part of their redevelopment program for the area around the Confluence. Open discussion followed, including general consensus in agreement to move forward to replace office copier using federal funds since funding had not been awarded for office equipment as applied for under Round III.

- iv. **Update, discussion, and action as needed on FY22 audited financial statements.** Executive Director Hecox reported preliminary audit numbers had been provided with final audit not yet received. Hecox reported 1099/1096s and W-2/W-3 forms had been processed and mailed for 2022.

## VI. MARKETING

- a. **Update and discussion on October 2022 ridership.** Executive Director Hecox reported 2,413 rides provided in October 2022; (3) No Shows, for a total of 2,416 trips. Hecox reported total trips included (9) Center of Hope (COH) trips.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported (21) Full Fare and (620) Half Fare *Ticket to Ride* and (265) Full Fare and (242) Half Fare *Token Transit* tickets were redeemed in October 2022. Hecox said the 1,148 advance sale tickets accounted for approximately 48% of the October 2022 ridership and both *Ticket to Ride* and *Token Transit* continue to be very strong programs.

## VII. OTHER BUSINESS

- a. **Update and discussion on Triennial Review 2022 Closeout.** Executive Director Hecox reported the 2022 corrective actions had been approved and the Closeout letter had been received and provided for trustee review in the board packet.
- b. **Update, discussion, and action on approval of RMTD updated Public Transportation Safety Plan (PTASP).** Executive Director Hecox reported the annual review and approval of RMTD's PTASP plan was due. Hecox reminded the board SMTD had adopted RMTD's plan under the recommendation and guidance of FTA. Hecox shared she had been in contact with the FTA regarding approval of the updated plan after the required December 31, 2022 deadline understanding RMTD's board would not be approving until after SMTD's December meeting. Hecox said FTA had advised no December special meeting was required. Hecox said she had reviewed RMTD's PTASP update and annual checklist and was requesting board approval. Trustee Cook motioned for approval of RMTD's updated PTASP and annual checklist, as presented; Trustee Adams seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and RMTD's updated plan and checklist were approved.
- c. **Update and discussion on 2022 NTD reporting.** Executive Director Hecox reported she had submitted second revision request for 2022 NTD reporting (due January 12, 2023) using preliminary audit information provided by auditor, Mark Trotter (Siepert & Co, LLP), and was pending final approval or further revision requests.

- d. **Review and acceptance of Oversight Management Log entries.** Executive Director Hecox requested approval of the Oversight Management Log for the period October 31, 2022 through January 24, 2023. Hecox said the report did not log every action taken but includes particular oversight of RMTD relative to federal grants management as part of corrective action requested at during the 2022 triennial. Trustee Blevins motioned for approval of the Oversight Management Log, as presented; Trustee Mari Mattocks seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and the log was approved.
- e. **Update, discussion and take any action on participation with Stateline Chamber 2023 Awards Gala, February 2, 2023 5:30pm – 9:30pm, The Pavilion at Orchard Ridge Farms, 6786 Yale Bridge Road, Rockton, IL 61072.** Executive Director Hecox shared information on the Stateline Chamber 2023 Awards Gala on February 2, 2023. Hecox said board members wishing to attend should confirm and she would make reservations. Open discussion with congratulations offered to Executive Director Hecox for being nominated for the Cyndy Fogarty Lifetime Achievement Award.
- f. **Other business as may come before the board.** Executive Director Hecox shared that annual Economic Interest Statements were scheduled to issue from the County around March 15, 2023. Hecox said each trustee would need to complete and return the forms by the May deadline or face a fine. Hecox requested trustees forward or provide a copy once submitted. Hecox said the annual economic interest statements were reviewed as part of the annual financial audit process.

Trustee Adams provided advance notice that he would be unable to attend the February 22, 2023 meeting.

**VIII. APPROVAL OF BILLS**

The following bills were reviewed and presented by the Executive Director, with the request to add \$384.90 for Rock Valley Publishing, for a total of \$199,272.50 presented for approval:

QUILL	\$	251.01
NICOR GAS		211.39
CHARTER COMMUNICATIONS		109.98
INTUIT		10.00
SHARON K. HECOX		4,532.50
STEPHANY M CORNELIER		135.72
QUARTZ		1,328.63
LANG BY CALENDARS		26.75
INTERNAL REVENUE SERVICE		1,499.36
ILLINOIS DEPARTMENT OF REVENUE		320.57
ILLINOIS DEPARTMENT OF EMPLOYMENT		46.93
CHUBB		1,107.00
NICOR GAS		139.45
COMED		73.04
QUILL		176.93
BALSLEY PRINTING, INC.		531.00
BLUEFIRE MEDIA		80.00
COUSIN COMMUNICATIONS		2,050.49
HUGHES MEDIA CORP		350.00
JACK R. COOK, JR.		50.00
JIM BLEVINS		50.00
MARIETTA L. MATTOCKS		50.00

PAMELA J. CLIFTON	50.00
RICHARD ADAMS	50.00
ROCK VALLEY PUBLISHING	159.75
SOSNOWSKI & SZETO, LLC	602.00
SPECTRUM REACH	1,171.70
TRAJEC TEK	80.00
TRRT, INC.	135.00
ALPINE INVESTMENT GROUP	1,100.00
ROCKFORD MASS TRANSIT DISTRICT	<u>181,958.40</u>

TOTAL : **\$ 198,887.60**

ROCK VALLEY PUBLISHING **384.90**

**TOTAL REQUESTED FOR APPROVAL: \$ 199,272.50**

Trustee Cook motioned for approval of the bills in the amount of \$199,272.50; Trustee McMahon seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and the bills totaling \$199,272.50 were approved.

**IX. ADJOURNMENT** There being no further business to come before the board, Chairman Larson entertained a motion for adjournment. Trustee Mattocks motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried and Chairman Larson closed the meeting at 10:10am.

Respectfully submitted,

Sharon K. Hecox  
EXECUTIVE DIRECTOR